



**Montana**  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

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TO: Montana County Superintendents and System Test Coordinators  
FROM: Judy Snow, State Assessment Director  
406-444-3656 [jsnow@mt.gov](mailto:jsnow@mt.gov)  
RE: Home-Schooled Students  
DATE: September 2012

The Office of Public Instruction invites private non-accredited schools and home-schooled students to participate in the Criterion- Referenced Test (CRT) within the limits of the contract with Measured Progress and scheduling arrangements.

The CRT is aligned to Montana content standards and is a valid measure of student proficiency on those standards. It is administered in reading and math to students in grades 3-8 and 10 and in science to students in grades 4, 8, and 10. The CRT testing window for 2012-13 is March 4 through March 26, 2013.

Letters to private non-accredited schools regarding participation will be sent to the schools in October 2012. Below is information regarding requests for home-schooled students to participate in the CRT.

- Because County Superintendents are the official contacts for home-schooled students, arrangements for testing home-schooled students need to be made through the County Superintendent for the county in which the student resides.
- If the County Superintendent is a System Test Coordinator for one or more schools in the county, the superintendent may administer the test to the student either in the superintendent's office or, with special arrangements with a school, the student may be tested at a school.
  - The testing materials to be used are from the shipment to a public school for which the County Superintendent is the System Test Coordinator. The answer booklets for testing done by a County Superintendent must be returned with the answer booklets from that public school and coded as follows:
    - The home schooled student's answer booklet must be sent for scoring from the public school with the other answer booklets to Measured Progress with the school code bubbled on the front cover of the answer booklet; and
    - "Student not enrolled" must be bubbled on page 2 of the answer booklet in Section 1, Box G.

Section 1: Required only for public schools and private schools. TO BE COMPLETED BY THE

**G**  
☐ Student not enrolled (For example: homeschooled student)

- If the County Superintendent is not a System Test Coordinator, the superintendent may contact schools in the county to inquire about possible arrangements.
  - Schools are not required to invite home-schooled students to participate nor are schools required to make arrangements that may interfere with testing schedules or instruction for their enrolled students.
  - If schools are able to accommodate the students, the schools will set the schedule for testing.
  - The testing materials to be used are from the shipment to a public school for which the County Superintendent is the System Test Coordinator. The answer booklets for testing done by a County Superintendent must be returned with the answer booklets from that public school and coded as follows:
    - The home schooled student's answer booklet must be sent for scoring from the public school with the other answer booklets to Measured Progress with the school code bubbled on the front cover of the answer booklet; and
    - "Student not enrolled" must be bubbled on page 2 of the answer booklet in Section 1, Box G.

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- Under no circumstances may the CRT be administered in the home by the home-schooling parent.
- Schools will receive the parent report for home-schooled students in September 2013 with the other parent reports.
  - Schools should contact the County Superintendent to distribute the reports of home schooled students.
  - The results of the home-schooled students will not be included in any data or reports that the schools receive.

*The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.*